# Instructions for Extracting Images and Text from Kentucky Performance Reports and other Acrobat .pdf pages

Kentucky Department of Education
Office of Assessment Implementation
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Above is the **Menu Bar** for Acrobat Reader 5.05. Be certain that you are using Acrobat 5.0 or 5.05 because the earlier menu bar was different and the tools for cutting and pasting were not as refined. If you have an older version of Acrobat Reader, go to the Adobe Website (http://www.adobe.com/products/acrobat/readstep2.html), download your free copy of Acrobat Reader 5.05 and install this latest version of the application.
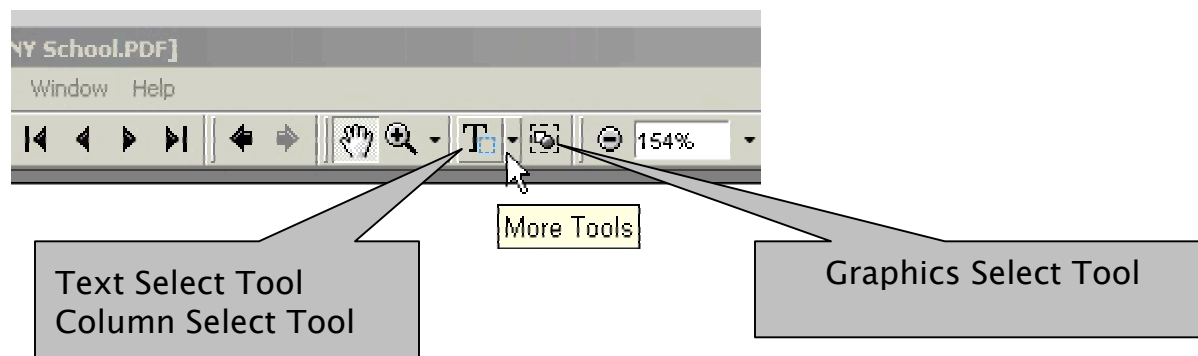

Near the center of the menu bar are the tools you will use to select text and graphics from the Kentucky Performance Reports for inclusion in your own reports produced in applications such as Microsoft Word, PowerPoint or Excel. To select all of the text from a page with a single text block use the **Text Select Tool**. To select portions of the text or if there are multiple columns, you must use the **Column Select Tool**. To select graphics you must use the **Graphics Select Tool**.
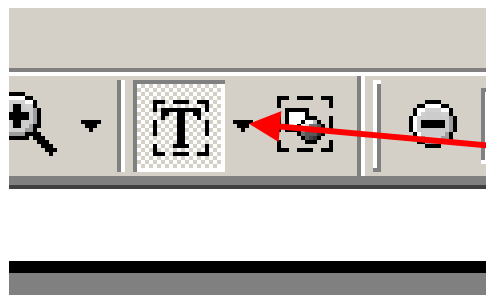
The close-up of the text select and graphics select tools on the left illustrates a feature of the Acrobat Reader Menu Bar. The triangular button between the two tools—when clicked—gives access to the two text tool choices. You **must** use the Column Select Tool to select text in columns for copying.
*The Column Select tool is recommended for **all** selection and copying of text except total pages.*

To copy a graphic from the Kentucky Performance Report (or other .PDF document) to an application such as Word or PowerPoint follow these steps:

1. Left click on the **Graphics Select Tool** on the Menu Bar

Graphics Select Tool
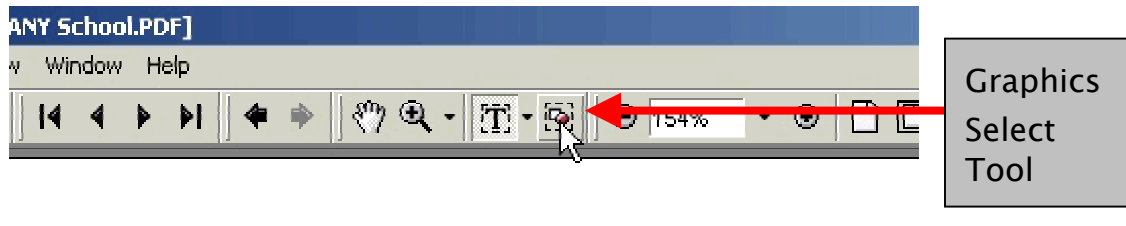
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2. When the cursor changes to crosshairs, hold down the left mouse button and drag a box over the material to be selected--moving diagonally from one corner to the opposite.
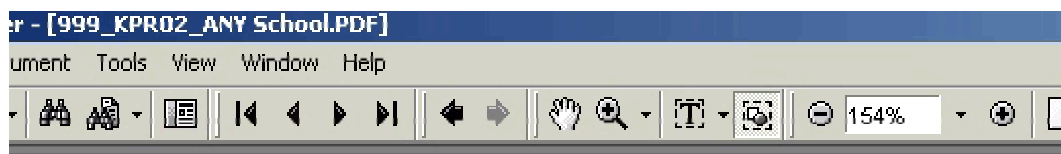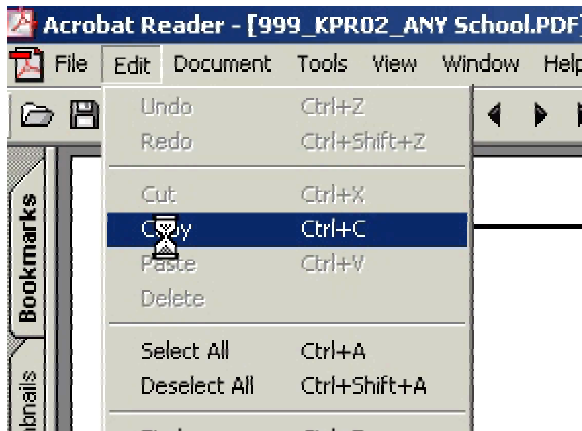

Graphics Select Cursor—left click mouse button and drag cursor diagonally across image to be selected from one corner to the opposite corner

Image to be selected

3. When the dotted box around the material indicates that the selection is successful, left click on **Edit** on the menu bar and select **Copy** on the pull down menu.

4. Open the application you wish to save the image in and locate the place you wish to insert the image, and then click on the right mouse button and select **Paste**.
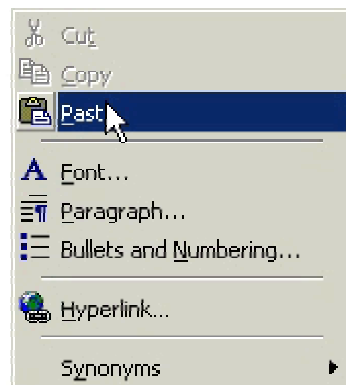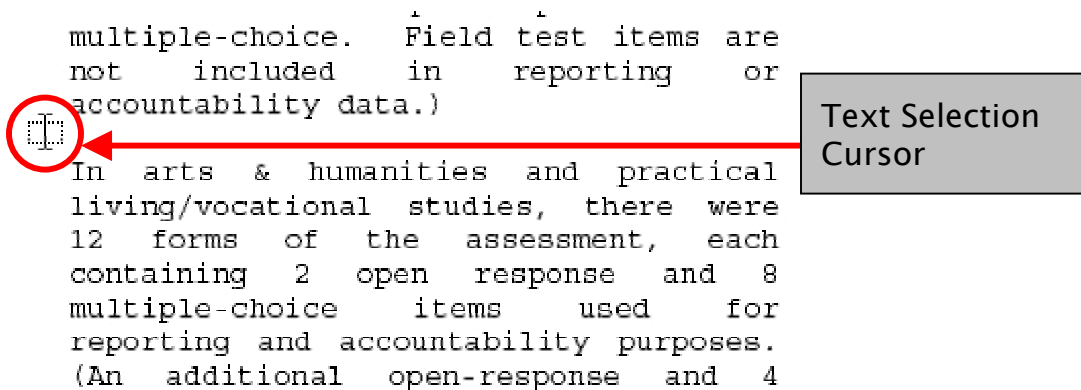
The image you have selected should now be pasted into the document you are creating in Microsoft Word or PowerPoint. (These techniques will also work in other word processing, desktop publishing or presentation applications).

The process for selecting a block of text to copy and paste is identical, except that the **Column Select Tool** on the Menu Bar should be clicked; when the **Column Select Tool** is being used, the cursor is not cross hairs, but is a tiny dotted selection box with a bar through it (see below). The process for selecting a block of text from a multi-column layout is illustrated below:

KENTUCKY PERF
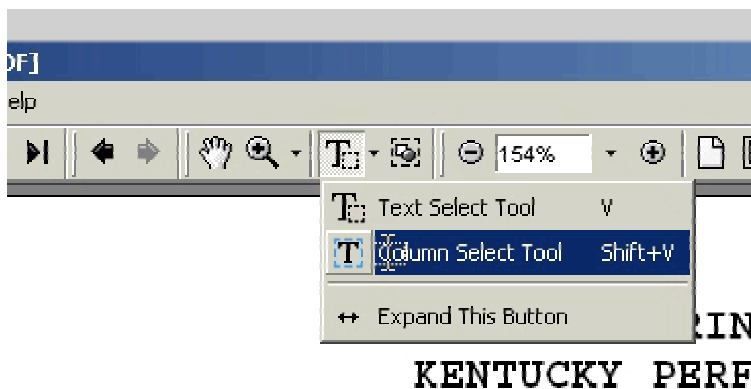
1. Left click on the tiny triangle on **Menu Bar** between the Text Selection icon and the Graphics Selection icon. Left click on the **Column Select Tool** option.
2. When the selection tool has been successfully opened, the cursor will change as illustrated:

```
multiple-choice.    Field  test  items  are
not     included     in     reporting     or
accountability data.)

In   arts   &   humanities   and   practical
living/vocational    studies,    there    were
12    forms    of    the    assessment,    each
containing   2   open   response   and   8
multiple-choice   items   used   for
reporting  and  accountability  purposes.
(An    additional   open-response   and   4
```

Text Selection Cursor

3. Select the text block by left clicking and dragging a box diagonally over the text to be copied from one corner to the opposite corner. When you release the mouse button, the selected text will be highlighted:

```
multiple-choice.    Field  test  items  are
not     included     in     reporting     or
accountability data.)

In   arts   &   humanities   and   practical
living/vocational    studies,    there    were
12    forms    of    the    assessment,    each
containing   2   open   response   and   8
multiple-choice    items    used    for
reporting  and  accountability  purposes.
(An   additional   open-response   and   4
multiple-choice items were included for
field test purposes.)
```
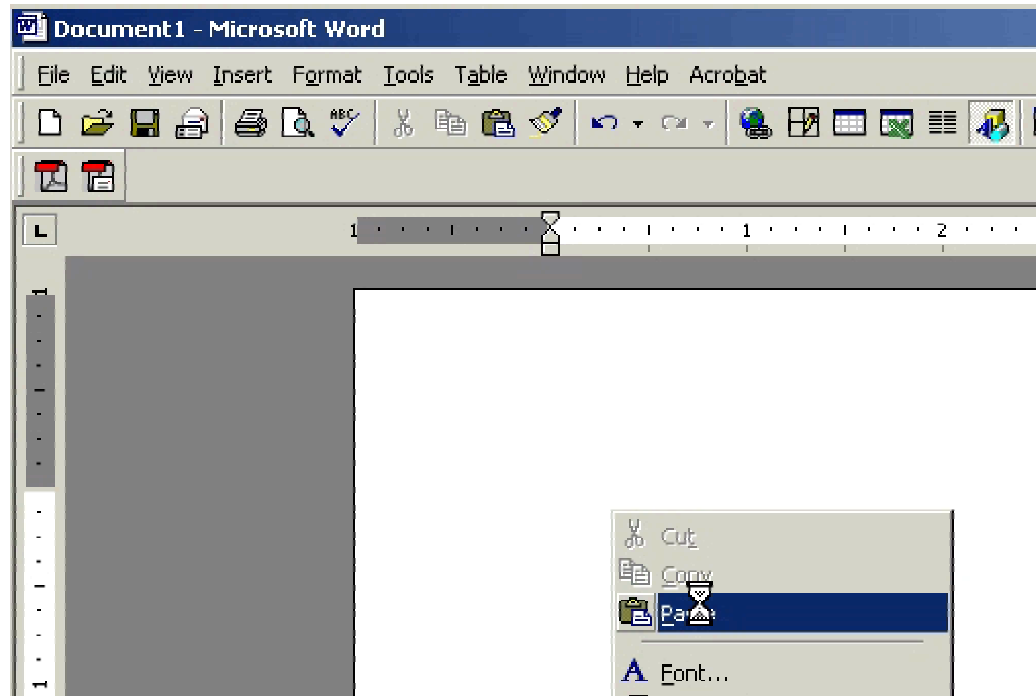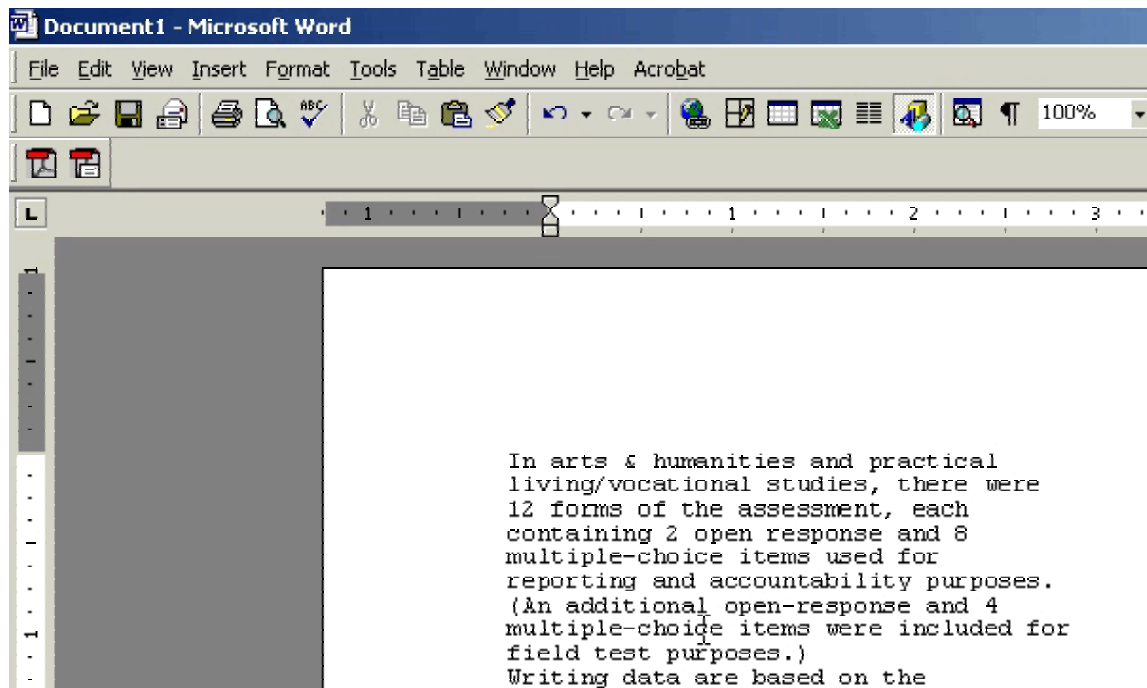
Selected Text

4. The copying and pasting process for text is identical to the process for graphics.

When the text has been selected, left click **Edit** on the **Menu Bar**. Select **Copy** from the menu bar and left click.

5. Open the document into which you plan to paste the selected text. Click on the document where you wish to insert the text, right click and select paste:
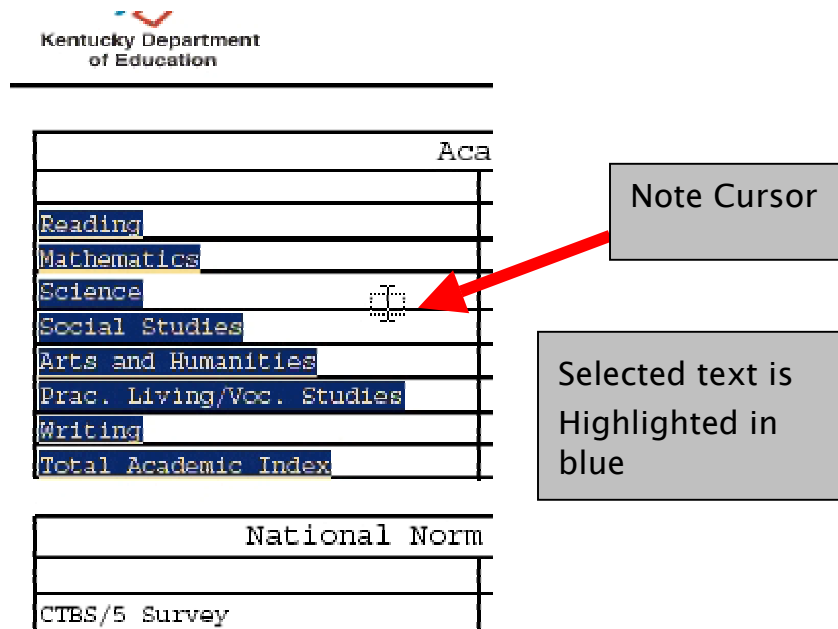

6. The pasted text will need to be reformatted, because it will be quite generic:

The process for selecting information and copying and pasting into an Excel document is quite similar. **It is important that text and data be selected, copied and pasted one column at a time.**
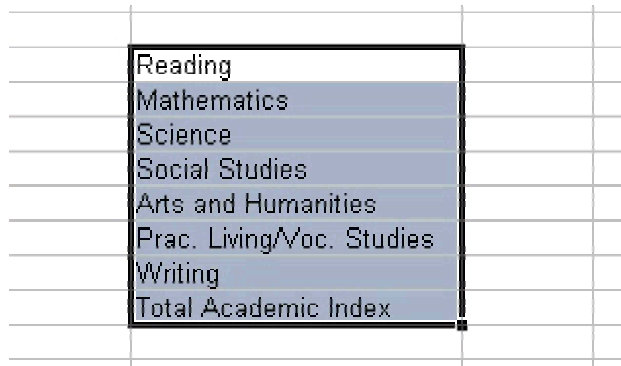
1. Use the Column Select Tool to select the first column to be copied and pasted:

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of Education

Aca

Note Cursor

Reading
Mathematics
Science
Social Studies
Arts and Humanities
Prac. Living/Voc. Studies
Writing
Total Academic Index

Selected text is
Highlighted in
blue

National Norm

CTBS/5 Survey

2. Right click on selection area and click on **Copy** or navigate to the drop-down **Edit** menu and select **Copy** by left clicking.

3. Navigate to the Excel workbook where you wish to paste the information from the Kentucky Performance Report. Select the top cell in your selected rectangular column and/or drag to the bottom of the column. Right click and select paste by left clicking.

Cut
Copy
Paste
Paste Special...

Insert...
Delete...
Clear Contents
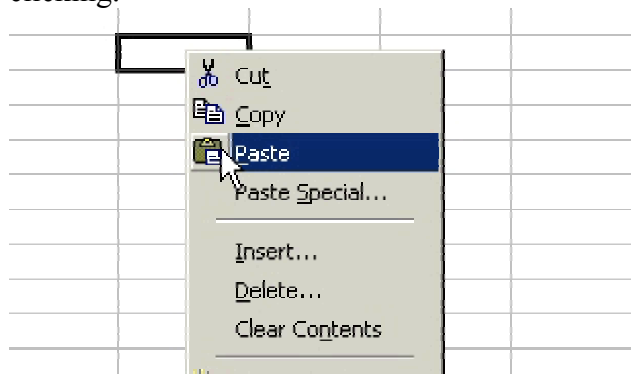
4. Once pasted into the Excel worksheet, the new information can be formatted as wished.

Reading
Mathematics
Science
Social Studies
Arts and Humanities
Prac. Living/Voc. Studies
Writing
Total Academic Index

5. The selection process can continue as desired. Data, once pasted, can be manipulated and analyzed just like any other data in an Excel worksheet.

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Using Acrobat Reader
to Extract Images and
Text from the KPR

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